



## Wade Kapszukiewicz Lucas County Treasurer

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One Government Center • Suite 500 • Toledo, Ohio 43604-2253  
[www.co.lucas.oh.us/treasurer](http://www.co.lucas.oh.us/treasurer)

Dear Taxpayer,

The Treasurer's Office is pleased with your interest in the automatic deduction plan. Following is a summary of how the plan works and the authorization form that must be signed and returned.

**Your half-year real estate tax amount will be deducted from your bank account in January and then again in July.** Your withdrawal notice will be mailed to you at least 20 days in advance of the deduction. You will be informed of the exact date and the amount of your deduction. The notice will also serve as your reminder.

Once you have signed up to pay your bill in this manner, the agreement will remain in effect until we receive written notification from you to terminate the arrangement. If your bank or account numbers should change, it is your responsibility to notify the Treasurer's Office. The changes must be entered into the system prior to December 1<sup>st</sup> for the January deduction and before June 1<sup>st</sup> for the July deduction. You will receive a "PAID" statement, which will serve as your receipt.

The authorization form gives the Treasurer's Office permission to directly debit your bank account for the amount of taxes due. When returning this authorization to our office, please include a blank deposit slip or voided check from your account to ensure that we use the correct routing and account numbers.

If you should have any questions, please feel free to contact our office at (419) 213-4304.

Sincerely,

Shirley Wheeler  
Lisa Boose  
Deputy Treasurers



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### TAX INSTALLMENT PAYMENT PLAN AGREEMENT

I, \_\_\_\_\_, hereby request the Lucas County Treasurer to accept prepayments towards my estimated real estate property taxes beginning immediately for the next tax collection, following my signing of this agreement. The payments will be retained in an escrow account until the next current tax collection and then all payments will be applied toward the payment of real estate property taxes then due.

The Treasurer agrees to retain all prepayments in an escrow account, apply the payments before the end of the current collection period and provide the taxpayer with a copy of the account showing all the payments and balance in the escrow account at least 20 days prior to the closing date of the collection then in progress.

Monies received as prepayments in the escrow account will not be released other than for the payment of taxes, except for reasons pertaining to transfer of ownership, death of a taxpayer, or as required by law. Excess remaining in an escrow account after the payment of real estate taxes will: (1) remain and be applied toward the future real estate taxes; or (2) be returned to the taxpayer upon application to the County Treasurer. Refunds can only be processed twice a year, during the collections period in January and July.

\*\*If the agreement contains more than one (1) parcel of real estate and if there is not sufficient funds in escrow at the time of closing of the collection period, payments will be applied in order with the largest balance being paid first\*\*

\_\_\_\_\_  
Print name (Last, First)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Parcel Number(s):

Mailing Address:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Phone Number: (    ) - \_\_\_\_\_.



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**MONTHLY  
AUTOMATIC-WITHDRAWAL AGREEMENT**

I hereby authorize the Lucas County Treasurer to withdraw from my checking account on a monthly basis and to place such funds in an escrow account to be used for payment of real estate taxes. I further authorize the Lucas County Treasurer to credit and/or debit my account in the event it becomes necessary to correct a previous deduction made in error, provided that the Treasurer shall provide me with notification.

This authority is to remain in full force and effect until the Lucas County Treasurer has received written notification from me of its termination in such time and in such manner as to afford the Treasurer a reasonable opportunity to act on it.

The Treasurer's Office requires that a deposit slip from your savings account, or a deposit slip or voided check from your checking account be submitted to insure the correct account numbers are used.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Taxing District / Parcel Number(s): \_\_\_\_\_

Property Address(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\* THIS AGREEMENT CAN NOT BE PUT INTO EFFECT\*\*\*  
WITHOUT A DEPOSIT SLIP/VOIDED CHECK**

**PLEASE ATTACH HERE**